

Urgent Outage Notification

Dear [Vendor Name],

We are writing to inform you of an unexpected outage that has occurred in our system, effective immediately. We understand the importance of our services to your operations, and we are working diligently to resolve the issue as quickly as possible.

The outage may affect [specific services] and we estimate restoration by [expected resolution time]. We will keep you updated on the progress and notify you once the system is back online.

We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

Please contact us at [your contact information] if you have any questions or require further assistance.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]